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Class Specification
for the Class:

CENTRAL SERVICES MANAGER

Duties Summary:

Participates in the management of a program of building repairs and maintenance, grounds maintenance and related operational activities; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for participating in management of a statewide program of maintenance and repair of school buildings, State office buildings and related facilities under the jurisdiction of the State Comptroller, maintenance of grounds surrounding State buildings, providing telephone switchboard, messenger, custodial and security services and may include responsibility for the implementation of the school bus transportation system.

This assistance includes responsibility for the day-to-day direction, control and coordination of approximately one-half of the division's programs through subordinate levels of superintendent and skilled trades supervisory personnel.

Examples of Duties:

Plans, directs and coordinates the repair and maintenance of assigned school buildings, State office buildings and related facilities under the jurisdiction of the State Comptroller; plans and directs the maintenance of grounds surrounding State buildings; directs custodial and security services and/or telephone switchboard and messenger services for civic center complexes, and/or the statewide school bus transportation program; assists in the formulation of the division's policies and procedures; formulates and implements day-to-day procedures for assigned areas of responsibility; directs the inspection of facilities to determine the need for repairs and maintenance work; reviews and discusses, with Public Works Division and consultants, plans and specifications for new State buildings with the objective of constructing buildings which incur reasonable maintenance expenses; prepares budget requests and program expenditure plans; prepares reports; establishes and maintains good public relations with using agencies, the public and others.

Knowledge and Abilities Required:

Knowledge of: State laws, regulations, codes, ordinances and procedures relating to building construction and maintenance; principles and practices of supervision and management; budget preparation and execution; principles and practices of safety.

Ability to: Participate in the management of statewide building maintenance and repair activities, grounds maintenance, custodial and other operational services activities; plan, organize, direct and coordinate the work of others; review plans and specifications from the maintenance viewpoint and recommend necessary changes; learn and apply codes, ordinances and regulations applicable to public carriers; prepare correspondence and reports; prepare budget requests and program expenditure plans; establish and maintain good working relationships with others; communicate effectively both orally and in writing.

This is an amendment in the format of the specifications and change in job code (from 17.487 to 17.784) for the class CENTRAL SERVICES MANAGER which was approved on October 27, 1982

DATE APPROVED: _____

11/8/09

Lauren Young

for MARIE C. LADERA

Director of Human Resources Development